

Regular Meeting
Finance Committee – Full Board
Monday, July 12, 2010
6:00pm
Chowan County Public Safety Center
305 West Freemason Street

MINUTES

The Chowan County Board of Commissioners held a special meeting on Monday, July 12, 2010 at 6:00pm in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present Chairman Eddy Goodwin, Vice Chairman Emmett Winborne, Commissioners Keith Nixon, Kenny Goodwin, Ralph Cole, Jimmy Alligood and Louis Belfield. Staff Present Finance Officer Lisa Jones; Interim Manager Paul Parker and Board Clerk Susanne Stallings.

Chairman Eddy Goodwin called the meeting to order and led the group in the pledge.

Commissioner Belfield provided the invocation.

Public Comment

Chairman Eddy Goodwin opened the floor to public comment.

Akilah Ensley, representative from the US 2010 Census provided data on the Census activities in Chowan County. A copy of the PowerPoint is in the meeting file labeled July 12, 2010.

Representative's Wanda Rossman and Marge Soper stated concern on behalf of the Arts Council there concern for the broken ac unit. She stated that the income of the Arts Council was impacted because they have had to close.

Interim Manager Paul Parker since coming on board a few days prior he has met with Maintenance Director Orville Mason and Mr. Mason informed him that the new compressor would be installed on Wednesday.

Consent Agenda

Chairman Eddy Goodwin asked for any questions or comments on the consent agenda.

a. Tax Release and Collector's Report (attached)

Gregory, C. \$1,810.00 Health Code Fee, should not have billed

Vault, T. \$ 146.66 Leased vehicle sold

First, C. \$ 170.51 Leased vehicle sold

Jethro, D. \$ 109.22 Vehicle Traded

Tax Administrator Gene Rountree clarified that the error was a health code fee from a list provided by the Health Department.

b. Minutes

Minutes of the June 7, 2010 Regular meeting.

c. Recommended Budget Amendments

BA-0910-163

3616	Sr. Center	\$ 10,344	Decrease revenue for senior center donations received in FY 09-10 to be reclassified to deferred revenue to be carried over to FY 10-11 for home delivered meal program
4268	Sr. Center	\$ 10,344	Decrease expense for home delivered meal program

BA-1011-001

3436	Central Comm	\$ 59,634	Increase revenue for Dept of Justice for 2008 COPS Technology Grant – federal funding for radios, computer switches, EOC phones, phone tracking software and MDT's (laptops) – 100% funding, no local match required-grant carryover
4270	Central Comm	\$ 59,634	Increase expense for COPS grant related purchases

BA-1011-002

3433	Emerg Mngmt	\$ 4,220	Increase revenue for NC Dept of Crime Control & Public Safety grant for Hazard Mitigation Plan update – grant carryover
4331	Emerg Mngmt	\$ 4,220	Increase expense for Hobbs & Upchurch hazard mitigation grant program costs

BA-1011-003

3495	EFNEP	\$ 1,068	Increase revenue for deferred revenue received in FY 2009-10 for a Hospital Foundation grant for the EFNEP Program – grant carryover
4952	EFNEP	\$ 1,068	Increase expense for nutrition education expenses

BA-1011-004

3495	Ag Ext	\$ 3,299	Increase revenue from NC Dept of Agriculture & Consumer Services for a Pesticide Environmental Trust Fund grant to enhance pesticide container recycling program – no matching funds required
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4952	Ag Ext	\$ 3,299	Increase expense for pesticide container recycling program
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BA-1011-005

3612	Recreation	\$ 18,890	Increase revenue from deferred revenue received in FY 2009-10 from Chowan Hospital Foundation for fitness arcade operation & equipment – Grant carryover
6130	Recreation	\$ 18,890	Increase expense for fitness arcade cost

BA-1011-006

3990	Central Svcs	\$ 63,520	Increase revenue for fund balance appropriated for funding to move COB
8200	Central Svcs	\$ 63,520	Increase expense for moving costs to relocate COB occupants

BA-1011-007

3616	Sr. Center	\$ 10,344	Increase revenue from FY 09-10 deferred revenue from senior center donations for home delivered meal program expansion – funding carryover
4268	Sr. Center	\$ 10,344	Increase expense for home delivered meal program expenses

d. Recommended Budget Transfers

BT-1011-001

9900	Contingency	\$ 2,000	Decrease contingency
4910	Planning	\$ 2,000	Increase expense for road sign and pole replacement

Commissioner Nixon asked if this money could be pulled from 911 funds.

Ms. Jones stated she was not aware that this could be a source of revenue. She stated she would check into it. She recommended that the Board hold off on this item until the August meeting.

Commissioner Allgood asked if staff would request the sign at Edenton Bay Phase II be replaced.

The Board discussed the stealing of the road signs. Staff stated they feel it is due to the road names and not the aluminum.

Commissioner Kenny Goodwin requested that staff look into using composite material for the sign in case they are being stolen for the aluminum.

Employment Security Commission Lease

Renewal of lease to expire August 31, 2010.

Chairman Eddy Goodwin asked if this lease would impact COA.

Ms. Jones said no, and this was year to year and would expire before the 2011 COA lease expiration.

e. Chowan Pesticide Container Recycling Program

The Extension Office has been awarded a grant to enhance the pesticide container recycling program in Chowan County. The monies will be used to purchase one, 40 ft cargo shipping container to be held at 1462 Virginia Rd. Edenton, NC. Additionally large bags and nitrile gloves will be purchased to use by farmers who participate in the program. There is no county match for this grant only in-kind services will be provided.

f. Repeal of policy enacted May 17, 2010 and revised on June 7, 2010.

The Board temporarily set policy, in the absence of a County Manager, to freeze all budgetary approved contracts and the budgetary approved hiring. Several Board members have indicated their desire to repeal this policy and allow the interim County Manager to approve contracts and hiring that is approved and included in departmental FY 2010-11 budget. This action will amend Sections 26 & 28 of the Chowan County FY10-11 Budget Ordinance.

Commissioner Kenny Goodwin noted that any items not budgeted would still require Board approval.

Commissioner Nixon moved that the Board approve the consent agenda and table item D until the August 2010 meeting.

Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

2009-10 and 2010-11 Secondary Road Improvement Program

Sterling Baker with NC DOT presented the 2009-10 and 2010-11 Secondary Road Improvement Program. He stated that the 09-10 program is being presented because the state ran out of funds for secondary road improvement. He provided detail on the plan for Chowan County (a copy of the plan is in the meeting file labeled July 12, 2010).

Commissioner Alligood moved that the Board approve the resolution approving the program. Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Resolution

WHEREAS, the Chowan County Board of Commissioners, at their regular meeting on Monday, July 12, 2010, met with representatives of the North Carolina Department of Transportation; and,

WHEREAS, the DOT representatives presented the proposed Secondary Roads Improvement Program for 2009-10 and 2010-11 including improvements as presented; and,

NOW THEREFORE BE IT RESOLVED, the Chowan County Board of Commissioners, by this Resolution, approve the 2009-10 and 2010-11 Secondary Roads Program as submitted by the North Carolina Department of Transportation.

Adopted July 12, 2010

Real Property Sale

Board Clerk Susanne Stallings presented the offer for purchase of the Gliden Rescue Building, and 1.02 acre tract (PIN 7904-00-24-8086) in the amount of \$45,000. She noted that the offer was advertised for the 10 day upset bid period and no additional bids were received. She noted the offer stipulates that no additional costs will be incurred by the County with the exception of deed preparation.

Commissioner Nixon moved that the Board accept the offer.

Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Internal Committee Reports

All June committees have been reported.

Annual Tax Settlement and Authorization for the collection of Taxes for the year 2010-11

Tax Administrator Gene Rountree presented the Annual Tax Settlement for 2009-10. A copy of the settlement is in the meeting file labeled July 12, 2010 with an outstanding balance of \$448,744.22.

Commissioner Kenny Goodwin moved that the Board accept the settlement statement and authorize the collection of the 2010-11 taxes.

Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

External Board/Committee Reports

Commissioner Cole stated that Dr. Deitemeyer president of COA will be inaugurated and the Board will receive an invitation. He added that Jack Perry will be the newest appointment to the DSS Board.

Commissioner Belfield stated the ARHS Board approved the FY10-11 budget.

Commissioner Winborne attended the East Carolina Behavioral Health Board and noted that the per capita contribution from Chowan County was discussed. He stated that the Board may ask for additional funding from Chowan County in the future.

Inspections Annual Report

Chief Building Inspector Holly Colombo presented a comparison of permit numbers and values for 2009 and 2010.

Commissioner Winborne asked if there was a system in place to review the fire inspector time.

Chairman Eddy Goodwin recommended that the interim Manager and the Inspections department develop a QC standard for checking the time.

A copy of the report presented is in the meeting file labeled July 12, 2010.

(County Attorney John Morrison arrived)

Finance Officer Report

Finance Officer Lisa Jones presented the May and June 2010 Cash and Investment Balances with a total for June 30, 2010 of \$4,071,268. She provided Revenue/Expense reports on the General Fund, Special Revenue Funds and Enterprise Funds. Ms. Jones provided the Board with a copy of Chowan County's Long Term and Short Term Financings showing items paid during FY 2009-10. She also presented data as of June 30, 2010 of Departmental and Special/Enterprise Fund unexpended budgets.

Commissioner Winborne commended the departments for turning in monies.

Mr. Parker stated that he wanted to assure the Board that he and Orville are working to restore the AC at the COA campus as well as the Arts Council. He stated this will be taken care of during the upcoming week.

Mr. Parker stated the annual ROAP application would be presented at the August meeting.

Mr. Parker noted that Brad Gardner and Anne Blindt are working on the annual solid waste report.

He reported that the Finance Office would be moving on July 18th. He stated that he is working with the building inspectors on developing a plan for their office cubicles. He requested permission to advertise for the Planner/Economic Developer position that was approved in the FY 2010-11 budget.

Commissioner Belfield moved that the Board approve the advertisement of the position. Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Mr. Parker also presented the Board with a list of his Goals and Objectives short and long term. He asked the Board to look over the list and if any additions or adjustments are recommended to please let him know.

Arts Council

Chairman Eddy Goodwin stated he would like for the Manager to seek some sort of remedy for the Arts Council. He suggested the Finance Sub Committee look into this.

NCACC Annual Conference

Ms. Stallings stated that the registration for this year's conference is free. She stated that she would need to know by July 23rd if the commissioners wished to register.

Center Hill Crossroads Fire Department

Vice Chairman Winborne stated he was asked by Fire Chief Louis Nixon for permission to obtain a forestry truck at no costs. He stated the vehicle would need to be licensed and insured by Chowan County. He stated that the agreement states that at the end of the vehicle life it would need to be returned to the Forestry Service.

Commissioner Kenny Goodwin asked if there is on site shelter for maintenance of the vehicle.

Chairman Eddy Goodwin stated he was told there was enough room for the truck.

Commissioner Nixon stated his concern is the need for a budget amendment.

Chairman Eddy Goodwin asked for all in favor, the motion passed (5-2 K. Goodwin, Nixon)

Commissioner Nixon stated he wanted to see the monies for the insurance and maintenance to be covered within their budget.

Resolution Request

Commissioner Winborne asked that a resolution be drafted to thank Carrie Byrum for her assistance until an interim manager could be obtained.

Executive Session

Commissioner Alligood moved that the Board go into Executive Session to discuss litigation.

Chairman Eddy Goodwin asked for all in favor, the motion passed unanimously (7-0).

Commissioner Alligood moved to close the executive session, the motion passed unanimously (7-0).

Being no further business before the Board, the meeting was adjourned.

Chairman
Eddy Goodwin

Clerk